

APPENDIX 1



Community Festivals Fund

(September 2008 - March 2009)

Administrative Guidelines

1 INTRODUCTION

- 1.1 Belfast City Council (BCC) has accepted the commission from the Department of Culture Arts & Leisure (DCAL) to manage the Community Festivals Fund (formerly managed by the NI Events Company) in the Belfast area. DCAL is providing £77,300 as their contribution to the fund with BCC contributing a further £120,000 with a request to DCAL that they increase their contribution to match that from the Council. The total fund value for Belfast is, accordingly, £197,300. From this, a maximum operating budget of 10% (£19,730) for administration has been set aside, leaving an amount available for distribution of £177,570.
- 1.2 In order to proceed to the full operating of the Fund, there is a need to establish detailed funding guidelines and an administrative and management procedure, in order for it to commence delivery of grants by September 2008, with a single call running until March 2009.

In order to progress to this point, approval is required by members for the:

- Recommendation of the minimum and maximum level of financial offer for community festivals;
- Establishment of CFF criteria for the council broadly based on DCAL guidelines but in line with the current Development department's strategy and strategic objectives;
- Provision of recommendations on grant delivery procedure that department needs to implement in order to effectively administer CFF having in mind the timing issue including:
 - Advertising and communication;
 - Administration;
 - Assessment;
 - Appeals;
 - Monitoring;
 - Management
 - Evaluation.
- Provision of detailed funding guidelines which should include:
 - A recommended version of guidance notes which will be passed to applicants;
 - Written terms and conditions of offer;
 - A standardised letter of offer;
 - Recommended method of assessment and weighting;
 - A template for marking of applications;
 - Recommendations on appeals procedure.
- Provision of delegated authority to administer the fund

2. ASSESSMENT OF NEED FOR SCALE OF AWARDS AND PROCESS

Recommendation for the minimum and maximum level of financial offer for community festivals

- 2.1 On the basis of the materials provided by DCAL and their specified requirement that the programme *help festivals move towards self-sufficiency and sustainability by providing training to 'build capacity'*, and on the basis of the Council's specific requirement *that the festivals as proposed meet specific criteria that contribute to the future development of the city by supporting communities* and recognising that *Council wishes to support as many communities as possible* in their endeavour to continue to deliver existing festivals or to develop new ones, it is recommended that the upper and lower limit for awards be £10,000 and £2,500 respectively. The lower limit has been set at 25% of the upper and is recognised as the level below which it might be considered that a festival would be of insufficient scale to deliver on the capacity building requirement.

Establish CFF criteria broadly based on DCAL guidelines but in line with the current Development department's strategy and strategic objectives

- 2.2 Belfast City Council recognises the Fund as an investment in long-term community 'capacity building' which can most meaningfully contribute if it is aligned with the aims and objectives that guide Council as it leads and manages citywide development. Accordingly, Council has set down a series of specific 'underpinning' criteria with which applications for funding should seek to connect. Evidence of this 'connection' should be included in every proposal.

The criteria are: -

(a) Providing Leadership

- Recognising that festivals help communities come together and help them celebrate who they are and what they want their communities to become in the future.
- Recognising that effective partnerships help lead development and that community festivals can be the start point for partnerships.
- Recognising that the CFF is one way of enabling *communities of place or interest* to make their voices heard when it comes to policy making.

(b) Promoting Social Inclusion and Cultural and Environmental Engagement

It is recognised that local community festivals can have a positive economic impact generated not only through increasing local 'spend' but also by adding new skills and increasing enterprise within communities. They can also have a positive impact on helping to reduce division and the polarisation of communities by promoting good relations and they can increase the 'levels of confidence, participation and engagement' within communities. In so doing they can increase the capacity of citizens to make informed decisions about their neighbourhoods.

Community festivals can also help to protect and promote the city's heritage and help deliver a strong cultural experience, not only for the citizen but also for the visitor. They can also help with the creation of 'shared space'.

It is recommended that BCC welcomes applications that recognise these themes and provide a positive response to tackling them at the community level for either single or multiple communities.

(c) Animating the City (Celebration)

BCC recognises that communities have much to celebrate but often don't have the resources to make that celebration to happen. Communities might wish to: -

- celebrate their own or engage with others' cultural identity (now more important than ever as communities expand to accommodate new migrants),
- celebrate success in the arts or in sport, new infrastructure or some other development that will help the community grow
- come together to share the moment across the generations.

Celebration can contribute to community cohesion and have a positive effect on the image of the community internally and across the rest of the city; it can help promote the city as well. CFF can have a role in making that celebration happen. It is recommended that if any proposal is to attract funding, BCC will require to have demonstrated: -

- strength in depth in community engagement and participation,
- quality in the delivery of festival events and
- innovation and creativity in the way the festival meets its aims and objectives.

(d) Regeneration (Community Led)

It is established that where communities take the lead in local area regeneration everyone benefits. Festivals can be a first step in bringing communities together and building capacity (skills training and volunteering) to enable bigger regeneration issues to be tackled by the community; then they can be the means of celebrating what has been achieved. The CFF does not only see Festivals as a regeneration tool, however, festivals are worthwhile for the cultural development they provide, for their ability to enhance the use of public spaces and for the opportunity they provide for community participation and

engagement. The CFF aims to recognise and support festivals for all that they might potentially deliver across Belfast.

Provide recommendations on grant delivery procedure that the department needs to implement in order to effectively administer CFF having in mind the timing issue currently impacting on fund start up

2.3 The following papers are attached in order to deliver this requirement: -

- Notes for Guidance which cover: -
 - The Community Festivals Fund – Introduction & Background
 - Conditions and Criteria Applying to the Award of Grant
 - The CFF Applications Process
 - The Evaluation/Assessment Process
 - Letter of Offer
 - Appeals Procedure
 - Monitoring & Reporting
 - Drawdown of Grant
 - Reclaim of Grant
 - Ineligible Costs
 - Advertising
- Application Form
- Evaluation/Assessment process ‘score sheet’
- Administrative Process Map
- Standardised Letter of Offer
-

Advertising and communication

2.4 The period available within which to secure bids and deliver a community festivals programme in this current year is so short that a strong promotional programme will need to be undertaken if enough / the best applications are to be secured to ensure that the funding available is fully allocated.

2.5 The following are recommended: -

- The initiation of a public relations programme around the formal launch of the Fund –targets include community media, press and broadcast media.
- *An e-mail promotional campaign* using BCC client lists within Arts and Culture, and Community Services
- An e-mail promotional campaign supported by BCC’s various partners e.g. VSB, NICVA
- *A poster campaign* within BCC leisure and community centres
- *Advertising* in Belfast Telegraph, Irish News and Belfast Newsletter
- *Web-based advertising* on the BCC site and those of its community partners.

A series of ‘in community clinics’ by BCC staff have, in other circumstances, proven to be a worthwhile investment in promotion and might also be usefully provided as part of the general promotional programme for CFF.

Staffing

- 2.6 Having assessed the current workload of officers that might be involved in the delivery of the Fund, it is recommended that Council should engage an external consultant as lead assessor to manage the CFF evaluation and assessment process.

Delegated Authority

- 2.7 Under Part II of the Council's revised scheme of delegation, within subsection vi, it states that 'Where the Committee has established a scheme for the awarding of small grants (ie. up to a maximum level of £10,000) and has authorised the Chief Officer to administer the scheme, then the Chief Officer has the delegated authority to approve the allocation of the grants in line with the award criteria.' It is therefore recommended that this scheme is administered in this way, with the requirement for two outcomes/outputs reports back to committee in November 08 and March 09.



Community Festivals Fund

(September 2008 - March 2009)

Notes for Guidance

**Deadline For Applications
12.00 noon, 19th September 2008**

Contact Details:
Business Support
Development Department
Belfast City Council
The Cecil ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
T: 028 90
F: 028 90
E:

A PDF of this form can be downloaded from www.belfastcity.gov.uk/

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Contents

1. The Community Festivals Fund – Introduction & Background
2. Conditions and Criteria Applying to the Award of Grant
3. The CFF Applications Process
4. The Assessment Process
5. Letter of Offer
6. Appeals Procedure
7. Monitoring & Reporting
8. Drawdown of Grant
9. Reclaim of Grant
10. Ineligible Costs
11. Advertising

THE COMMUNITY FESTIVALS FUND

1. Introduction & Background

The Community Festivals Fund was established in 2006 in recognition of the potential contribution that festivals could make to communities, the local economy and to wider Government policy priorities. The fund was administered for the Department of Culture Arts & Leisure (DCAL) by the Northern Ireland Events Company, through an open application process.

Under the Review of Public Administration, it was determined that the work of the NI Events Company should transfer to the Northern Ireland Tourist Board. However, as the Community Festivals Fund (CFF) did not readily fit with NITB's focus on tourism development, the decision was made to transfer the operation of the Fund to Northern Ireland's Local Authorities on 1st April 2008. This transfer of responsibility recognised the community development and support funding already provided by local authorities and the contribution that festivals can make in promoting community cohesion

The total fund available in 2008-09 from DCAL for distribution through Local Authorities across Northern Ireland is £450,000; Local Authorities have been asked to match this fund. In the Belfast City Council area the DCAL allocation will be £77,300 to which Belfast City Council will add £120,000 for a total fund of £197,300. Belfast City Council has requested that DCAL make available additional funding, if possible, to bring their contribution up to the level of that made by the Council. The maximum operating budget for the fund has been pegged at 10% (£19,730) leaving a fund available for distribution (at this time) of £177,570.

Purpose of the Fund

Belfast City Council and DCAL both recognise the contribution to social cohesion, the celebration of cultural identity and the strengthening of community relations that community festivals can make; they welcome the opportunity to provide financial support to enable festival organisers to deliver their planned events. However, funding alone is not enough to ensure that a festival can be sustained for as long as the community wants it to go on. For that reason, the primary purpose of the CFF is to improve the capacity of community festival organisations and to make them less reliant on public funding by providing support and training; making funding available towards the cost of events is secondary.

It follows that applications for funding must demonstrate how that funding will help 'build capacity' within the community. The requirements of the applications process are fully explained below.

Definition of a Festival

A community festival is a series of events with a common theme delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what that community represents.

Community festivals are about participation, involvement and the creation and/or development of a sense of identity/common interest, these are important in contributing to the social well being of the community.

Community festivals must be initiated and led by a formally constituted community organisation or a community led partnership: it is not enough to run a festival for a community – the community must have ownership of and play a strong part in the development and delivery of the festival.

Belfast City Council's Festival Policy states: -

A Festival is a series of activities within a condensed time period of at least one day in length (i.e. 8-10 hours). Activities are usually different but related. A Festival is not one event scheduled over several days i.e. a series of similar events (e.g. one performance happening several times) nor is it a fund raising event, nor a commercial event.

Definition of a Community

A community may be defined as - A specific group of people, often living in a defined geographic area, who share a common culture, values and interests and who are arranged in a social structure according to relationships the community has developed over a period of time.

2. Conditions and Criteria Applying to the Award of Grant

General Conditions Applying to the CFF

Applications to the fund are competitive and the award of grant will be made on merit. Festivals may already be well established, 'emerging' over the last two or three years or they may be new ideas developed to meet a specific need or opportunity identified within the community. They can be one-time-only, the continuation of an existing event or the first in what is intended to become an annual event.

The festival organisation must be formally constituted as a legal entity to enable the award of grant to be made and accepted.

It will be necessary that all festivals applying for support demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

An application to the CFF will not exclude the applicant from applying to other public sector sources for funding.

Belfast Specific Criteria

Belfast City Council recognises the Fund as an investment in long-term community 'capacity building' which can most meaningfully contribute if it is aligned with the aims and objectives that guide Council as it leads and manages citywide development. For that reason, Council has set down a series of specific 'underpinning' criteria with which applications for funding should seek to connect. Evidence of this 'connection' should be included in every proposal.

The criteria are: -

Providing Leadership

This is essentially about three things: -

- Recognising that festivals help communities come together and help them celebrate who they are and what they want to become in the future.
- Recognising that effective partnerships help lead development and that Community festivals can be the start point for partnerships.
- Recognising that the CFF is one way of enabling *communities of place or of interest* to make their voices heard when it comes to policy making.

Promoting Social Inclusion and Cultural and Environmental Engagement

BCC recognises that local community festivals can have a positive economic impact generated not only through increasing local 'spend' but also by adding new skills and increasing enterprise within communities. They can also have a positive impact on helping to reduce division and the polarisation of communities by promoting good relations and can increase the levels of confidence, participation and engagement within communities. In so doing they can increase the capacity of citizens to make informed decisions about their neighbourhoods.

Community festivals can also help to protect and promote the city's heritage and help deliver a strong cultural experience, not only for the citizen but also for the visitor. They can also help with the creation of 'shared space'.

BCC welcomes applications that recognise these themes and provide a positive response to dealing with them at the community level for either single communities or several communities working together.

Animating the City (Celebration)

BCC recognises that communities have much to celebrate but often don't have the resources to enable that celebration to happen. Communities might wish to celebrate their own cultural identity or engage with what others see as 'their identity' (now more important than ever as communities expand to accommodate new migrants), or they might celebrate success in the arts or in sport or the creation of new infrastructure or some other development that will help the community grow or they might simply want to come together to share the moment across the generations.

Celebration can contribute to community cohesion and have a positive effect on the image of the community internally and across the rest of the city; it can help promote the city as well.

CFF can have a role in making that celebration happen but if the Council is to provide funding it will want to see strength in depth in community engagement and participation, quality in the delivery of festival events and innovation and creativity in the way the festival meets its aims and objectives.

Regeneration (Community Led)

BCC believes that where communities take the lead in local area regeneration (as they do in the area partnership boards for example) everyone benefits – more gets done and it tends to ‘stick’. Festivals can be a first step in bringing communities together and building capacity (skills training and volunteering) to enable bigger regeneration issues to be tackled by the community; then they can be the means of celebrating what has been achieved. The CFF does not only see festivals as a regeneration tool, however, festivals are worthwhile for the cultural development they provide and the sustainability of cultural activity that they support. They are also worthwhile for their ability to develop the use of public spaces and for the opportunity they provide for community participation and commitment. The CFF aims to recognise and support festivals for all that they might potentially deliver across Belfast.

3. The CFF Application Process

Grant ‘Open for Application’ Period

The CFF applications period opens with the publication of these guidelines and closes on Friday 19th September at 12.00 noon. The Application covers all events that are scheduled to take place within the period from the earliest date for the award of grant (1st October 2008) to the 31st March 2009, all claims for grant aid must be substantially complete, verified and with BCC for assessment by 10th April 2009. All applications must be received before the grant deadline, which will be strictly enforced.

Making an Application

Applications must be made on the Community Festivals Fund Application Form, which is available by post from the Development Department at BCC (see address below) or may be downloaded in PDF form from www.belfastcity.gov.uk/??

The application form has the following sections: -

- A About your Organisation
- B About your Proposed Festival
- C Funding Criteria for the Community Festivals Fund
- D Budget & Evaluation
- E Declaration

All applications received will be acknowledged.

Who Can Apply for the Community Festivals Grant

To make an application, organisations must be formally constituted (verified by an adopted Constitution or by Memorandum and Articles of Association as appropriate) and have an appropriate legal status. The Chairman or Chief Executive of the organisation will be required to confirm in writing that the application is genuine and that the organisation will comply fully with the monitoring, reporting and evaluation procedures set down by BCC.

Advice About Making an Application

BCC proposes to run a series of advisory sessions where prospective applicants can get advice on the process of making an application. These advice sessions will take place as follows: -

| <u>Area</u> | <u>Location</u> | <u>Date & Time</u> |
|------------------|-----------------|------------------------|
| Belfast East | | |
| Belfast West | | |
| Belfast Shankill | | |
| Belfast North | | |
| Belfast South | | |
| Belfast Central | | |

These sessions will not comment on or provide advice on specific applications. Only general information will be available.

In addition, '*Notes for Guidance on Completing the Application Form*' are available from the Council website or by post; normally they will accompany the application form.

Available Funding Limits

The Community Festivals Fund will normally make awards in the range £2,500 - £10,000. The Fund will not contribute more than 80% of total allowable costs and is likely, in most instances to contribute significantly less. Festivals with a budget less than say £3,500 are unlikely to be able to provide the required level of training to warrant support from the Fund. The promoter will be expected to provide 20% of the total budget; this may include in-kind support (valued at the rate the organisers would otherwise have had to pay for that support) and volunteer labour (valued at the minimum wage rate).

Activities That The Community Festivals Fund Can Support

The Fund will consider funding the following types of events and activities in the context of a Festival proposal: -

- ✓ Arts and heritage educational events, performances and exhibitions.
- ✓ Other cultural events that focus on those things that contribute to, or make up the cultural identity of an area or group and celebrate its/their uniqueness.
- ✓ New commissions and/or productions that relate to the cultural identity of a community, its history, and issues that currently confront it and/or its aspirations for the future.
- ✓ Participatory activities that will engage the community and that relate to its sense of itself (culture and identity), and/or its sense of place and/or its relationships with other communities and with the future.
- ✓ Events and other activities that seek to give the community a voice on issues as to its future and its place in the city.
- ✓ Events and activities by which the community seeks to engage with its neighbours on issues of identity, shared space and future growth and development.
- ✓ Events that celebrate what the community has to offer and that welcome new comers.

- ✓ Events developed by common interest groups that take forward that interest, reaching out to the further development of creativity, skills, opportunities and the development of audiences and participation (including 'showcase' events).
- ✓ Training events and similar activities (as part of festival delivery) that will build capacity within the community to ensure that the festival can be repeated (if appropriate) or that new festivals can be created and successfully grown in a planned, managed and controlled way.
- ✓ Events (within the context of festival planning and/or delivery) that seek to establish, mobilise and motivate new partnerships for development.
- ✓ Events, within the context of festival planning, that aim to identify and promote new enterprise/business opportunities for members of the community, that might usefully be developed in support of the Festival its participants and audience.
- ✓ Marketing activities aimed at generating audience (including tourists).

Activities and Organisations that the Community Festivals Fund Will Not Support

The fund will not support: -

- × Organisations that are not formally constituted and as such cannot be classed as a 'legal entity'.
- × Organisations that are able to share out profits to members or shareholders.
- × Activities outside Belfast City Council area.
- × Organisations that are for profit, unless all profits are reinvested in the organisation to further its objectives and are not distributed by way of profit, dividend or otherwise to the organisation's shareholders, members, owners, stakeholders or anybody else connected with the organisation i.e. a social enterprise company.
- × Activities that could be undertaken on a commercial basis.
- × Other local authorities.
- × Other public sector organisations.
- × Individuals.
- × Activities that provide no potential benefit to the public, either in the short or long term.
- × Goods and services that have been ordered or bought before receiving a letter of offer.
- × Activities that have already taken place or are already underway at the time of assessment.
- × Activities, equipment or events that duplicate what already exists.
- × Costs that are already covered by other funding or income sources.
- × Festivals that are primarily fundraising events or are heavily branded with charity branding or deploy potential sources of income from a festival to a charity
- × Award ceremonies or trade/industry events of a commercial nature
- × Residential courses or associated events.
- × Festivals that are social events for an organisation.
- × Activities that do not benefit the citizens of Belfast.
- × Loans or deficits.

4. The Assessment Process

The applications process is competitive and only the best applications will receive grant aid; applications that do not reach a minimum standard under the assessment process will be automatically excluded from further consideration. The fund available for distribution is currently £177,570, which should be considered, at this time, as the maximum available. The grant upper and lower limits are £10,000 and £2,500 respectively. A

The assessment process has four stages: -

- Stage 1** Assessment against the checklist of eligibility/ineligibility criteria set out above (pass or fail on the basis of the evidence provided in the proposal).
- Assessment of the organisation's financial stability as evidenced by the provision of accounts and / or bank statements.
- Confirmation that the organisation has in place Child Protection Policy and Procedures, if appropriate. (Copies to be supplied, if not already with BCC)
- Stage 2** Assessment of the festival proposal with regard to its ability to meet the general conditions applying to CCF (pass or fail on the basis of the evidence provided).
- Stage 3** Assessment of the proposal with regard to the degree to which it 'conforms' to the specific criteria set down by Belfast City Council. This element of the assessment will apply a five-point scale (see below) to each of the underpinning criteria, which will be 'weighted'. Applicants should demonstrate how their proposal supports each condition.

| Score | Description |
|--------------|--|
| 80 -100: | Excellent adherence to criteria / excellent degree of evidence |
| 60 - 80: | Good adherence to criteria / good degree of evidence |
| 50 - 60: | Moderate adherence to criteria / moderate degree of evidence |
| 30 - 50: | Below average adherence to criteria / limited degree of evidence |
| 0 - 30: | Poor adherence to criteria / little or no evidence |

Providing Leadership (weighting x6)

Exemplars might include: -

- Demonstrating relevance to the target community.
- Demonstrating a high level of community participation.
- Providing opportunities for future development (repeatability & expandability) – if appropriate.
- Demonstrating practical efforts aimed at 'capacity building'.
- Developing new partnerships.
- Creativity - evidenced by 'themeing' and programming.

Promoting social inclusion and cultural and environmental engagement (weighting x5)

Exemplars might include: -

- Demonstrating that barriers to access have been identified and will be dealt with – this might include issues of access for people with disabilities, ticket prices, transport difficulties etc.
- Demonstrating that the events planned will be neither threatening nor offensive.
- Demonstrating that the events planned are relevant to the community and its interests/issues
- Demonstrating that the events might reasonably be expected to generate significant community/audience engagement.

Animating the city (Celebration) (weighting x5)

Exemplars might include: -

- The Programme - demonstrating 'innovation' and 'creativity'
- Demonstrating 'quality' in the delivery of festival events
- Demonstrating how the programme enhances the cultural experience of those living and working in Belfast

Promoting Community Led Regeneration (weighting x5)

Exemplars might include: -

- Providing evidence that there is a process to attract visitors to the area e.g. an audience development plan.
- Providing evidence of support from the local business community.
- Connecting with existing regeneration projects in the area.
- Evidence of the way in which the festival will make a contribution to the development of 'sustainable cultural activity'
- Evidence of the contribution to enhancing the cultural infrastructure of the city
- Evidence of enhancing public spaces through increased use

Stage 4

Assessment of the proposal with regard to management (weighting x 5) and the quality of: -

- Planning,
- Budgeting,
- The proposed resources and structures to be employed to ensure that the festival is well managed and controlled.

Assessment of the proposals for: -

- Monitoring, evaluation and reporting.

This will again be scored on a five–point scale (very poor - very good).

Should the initial assessment fail a proposal at stage 1, no further assessment will be carried out.

Assessments will initially be made by the Council's lead assessor for the CFF and subsequently verified by the manager responsible. A 'moderation' process will then be undertaken to ensure that all projects have been assessed to the common standard.

On completion of the moderation process, recommendation for the award of grant will be made and ratified according to Council procedures.

No applications will be assessed until the closing date for applications has passed. Late applications will not be considered.

Your organisation will be advised of the outcome of your application within six (6) weeks from the closing date for applications.

5. Letter of Offer

If your organisation is successful a Letter of Offer outlining general conditions (See Appendix 1) and any special conditions and explaining the stages by which we will pay the grant will be sent. The most senior person in your organisation e.g. the Chairman or Chief Executive will be asked to sign and return the letter of offer; organisations should retain a copy of the letter of offer 'for information'. The letter of offer will oblige the organisation to accept the grant and its conditions. The letter of offer must be formally 'accepted' before any grant can be released. At the latest this has to happen within 12 weeks of the date of the letter of offer.

If the grant does not correspond with the amount requested, your organisation must discuss this with the Council officer responsible for the Fund; you will be required to confirm in writing exactly what the CFF grant will be used to pay for.

If you receive a grant offer and no longer want to take it up, please advise the Council, in writing, as soon as possible.

6. Appeals

If your application is unsuccessful you may appeal the decision by providing, in writing, additional/new information, which you believe will strengthen the case you made in your application. If no new information is made available your appeal will not be 'heard'.

Your appeal will be reviewed along with the original application and the results of the original assessment process by the Council Head of Service - Culture and Arts who will then make a final decision on the case. All decisions at that point are final and no further appeal will be considered.

7. Monitoring and Reporting

If successful you will be required to provide the Council with interim and final evaluation reports in a form set out by Council. The interim report will be required two (2) weeks before the festival opens and the final report within four (4) weeks of the closing date (unless agreed otherwise with BCC). For events held in March 2009, the last date for receipt of final reports will be 10th April 2009 (12.00 noon).

The final report must be accompanied by a fully vouched financial account for the event compiled under the same headings used in the application. It is recommended that organisations engage an independent accountant to prepare and report on the accounts for the event.

Note: The cost of obtaining support from an accountant to prepare the financial report will be an eligible expenditure for the award of grant.

The final report must contain statistics on audience numbers and geographic spread (by individual event); numbers of participants and a specific attempt should be made to establish if any tourists have attended the event(s).

8. Drawdown of Grant

Grant will be paid in two tranches, the first (90%) on award of grant and the balance on submission of an acceptable final report. Prior to the payment of the first tranche, you will be required to provide Council with a re-profiled expenditure budget which will be verified and agreed by your Council appointed project assessor; this must take place before the letter of offer is sent out as the new/reprofiled budget will form the basis of the letter of offer.

The payment of the second tranche (10%) is performance related and will be dependent on receipt of a final report which, when evaluated, confirms that the event was delivered as set out in the proposal and agreed at the initial evaluation stage. The evaluation process will be managed by the Council appointed lead assessor and verified by the Council project manager.

9. Reclaim of Grant

Should the event not go ahead, Council will reclaim that element of the money paid to you by way of grant but not spent. Council reserves the right, however, to reclaim all moneys advanced should you fail to substantially deliver on the commitments made and agreed to in the bid for funding,

10. Ineligible Costs

The cost of any 'celebrations' primarily for the benefit of the organisers, sponsors or the people who worked on the event pre or post event will be deemed ineligible for the award of grant. Subsistence catering costs will be limited to 10% of total costs.

11. Advertising

This grant programme will be advertised in Council leisure and community centres (by poster), on the BCC website, through Council network partners and in the press (Belfast Telegraph, News letter and Irish News). Current and previous Council festivals and arts and heritage funding clients will be notified direct. The Council's Community Services Department will also advise their client groups. Council will also work closely with VSB and NICVA to ensure that the community and cultural groups with which they work are advised of the Fund.

Appendix 1

Terms and Conditions of Offer

Belfast City Council will apply the following terms and conditions to any offer made under the Community Festivals Fund.

Application of Funds

- The budget as detailed in the application shall not be changed except with the prior written consent of the Council.
- The funding provided by the Council shall be used solely for the purposes of the implementation of the festival as described in the proposal.

Management

- The Festival Manager shall make themselves reasonably available for discussion on the progress of the Festival with the Council.
- Management will make available a re-profiled expenditure budget for agreement in advance of any letter of offer being signed.

Payment of Grant

- The grant agreed will be paid in two installments, ninety per cent (90%) on receipt of a completed letter of offer and ten per cent (10%) on receipt of a satisfactory Festival events report and vouched and verified financial statements.
- Payment is conditional on the promoter complying with any Special Conditions listed in any Schedule to the Letter of Offer.
- No funding will be released until any requested outstanding documentation is submitted and is acceptable to the Council.

Monitoring

- For monitoring purposes, relevant Council staff should be allowed free access to all public presentations/events within the agreed festival programme.
- Subject to timetable and agreement, you shall provide the Council with two reports (interim and final) on templates that will be provided.

Right to Access

The Council through its authorised officers and agents shall have uninhibited right to: -

- Inspect the premises and equipment used for the purposes of festival programme delivery;
- Interview all participating staff and trainees;
- Discuss all aspects of the festival with the Festival Manager;
- Inspect all financial and other relevant documents relating to expenditure incurred in connection with the festival;
- Initiate independent reviews to assess the performances of the festival programme against stated performance standards.

Giving Notice

The promoter shall notify Council immediately in the event that they should become aware of: -

- Any threat to the future participation in the festival of any other contributors/funders;
- Any doubt as to the ability of those contributors/funders to continue with their commitment to the festival;
- Any substantial deterioration in your financial position;
- The happening or substantial likelihood of the happening of any circumstances that would mean that the festival would not proceed.

Withdrawal

The Council reserves the right to cease any further or continued commitment to the festival if it should decide at its entire discretion that the festival for whatever reason has been jeopardized/is likely to be jeopardised as to its future continuance.

Repayment of Funding

If: -

- The festival for whatever reason has been jeopardised as to its future continuance;
- The progress of the festival has become unsatisfactory;
- There has been a substantial change in the nature, scale or timing of the festival to an unacceptable degree.
- There has been an increase in costs which no other contributors have agreed to meet;
- Any of the information contained in the application or amendments thereon or in the reports to be furnished by you pursuant to this Letter of Offer transpires to be materially incomplete, incorrect or misleading;
- That any of the monies provided by the various contributors is not entirely applied for the purposes of the Programme;

Council will require that any money unspent up to the time that any of the circumstances outlined above have come to light will be repaid.

Council reserves the right, however, to reclaim all moneys advanced should you fail to substantially deliver on the commitments made and agreed to in the proposal for funding,



Community Festivals Fund

(September 2008 - March 2009)

Application Form

Deadline For Applications
12.00 noon, 19th September 2008

Please return this form to: -

Business Support
Development Department
Belfast City Council
The Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP

SECTION A

ABOUT YOUR ORGANISATION

1. Contact Details

Name _____

Address _____

_____ Post Code

Telephone _____ Mobile _____

Fax _____

E-mail _____

Contact _____

Position in Organisation _____

2. Status of the Organisation

When was your organisation formed? _____

How is your organisation constituted?

Limited Company No. _____ Partnership

Company Limited to Guarantee No. _____ Other _____

(Tick)

(Tick)

(Where appropriate please supply a copy of the Memorandum and Articles of Association or the Constitution)

Principle purpose(s) of your organisation _____

_____ (Max 100 words)

Is your organisation a charity and registered with the Inland Revenue, if it is please supply the Charity Registration Number.

Yes
No (Tick)

Charity No. _____

3. Management & Governance

- i. Please list the members of your Board/Management Committee in the table below and identify the key office bearers, e.g. Chairperson, Treasurer, etc

| Name | Position On Board/ Committee | Occupation / Relevant Experience |
|-------------|-------------------------------------|---|
| | | |
| | | |
| | | |
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| | | |
| | | |

- ii. Does the Board have Sub-Committees? If so please supply details
- _____
- _____
- _____

- iii. How often does the Board / Management Committee / Sub-Committees meet?
- _____

- iv. What is the length of term of office for a Board member? _____

- v. Has the organisation established a committee specifically to run this Festival if so who is the Chairperson of that committee and how long have they been in charge? _____ (Write in name)

- vi. Please list the members of the Festival committee and the specific skills they contribute to running the Festival?

| Festivals Committee Member | Skills |
|-----------------------------------|---------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

4. Strategic Documents and Policies

(Please note that you may refer us to documents previously supplied, if no updates have been made since you last submitted these.)

- | | | |
|------|---|------------------------------------|
| | | Done |
| i. | Please supply a copy of your strategic plan and business/operational plan | <input type="checkbox"/> |
| ii. | Please supply a copy of your festival (development) plan – please ensure that this also details the audience development and marketing plans for the festival etc. | <input type="checkbox"/> |
| iii. | Please supply a copy of your organisation policy statements as they relate to - Equal Opportunities Policy, Child Protection Policy (<i>essential if your organisation works to any degree with children / young people</i>), Staff Development Policy, etc | <input type="checkbox"/> (Tick) |

5. Staff Structure

- i. Please supply information about the organisation’s staff over the CURRENT FINANCIAL YEAR (April 2008 – March 2009). Continue on a separate sheet if necessary.

Core Staff

| NAME | JOB TITLE | FULL-TIME | PART-TIME |
|------|-----------|-----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

Freelance / Short term contract Staff

| NAME | JOB DESCRIPTION & DURATION | FULL-TIME | PART-TIME |
|------|----------------------------|-----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

Volunteers / Work Experience

| NAME | JOB DESCRIPTION & DURATION | FULL-TIME | PART-TIME |
|------|----------------------------|-----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |

6. Wages

Total paid wages in last financial year:

| TYPE OF STAFF | AMOUNT (£) |
|-------------------------------------|------------|
| Permanent / Contract Staff | |
| Freelance / Short Contract / Casual | |
| Volunteer Costs | |
| TOTAL | |

7. Premises

i. Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other

ii. Is this situation likely to change in the near future? Yes No (Tick)

iii. Are the premises you occupy Disability Discrimination Act (DDA) compliant?

Yes No (Tick)

If No – what are you doing to remedy this situation?

8. Financial Information

i. Name and address of Auditor/Accountants:

ii. Name and address of Bank/Building Society:

iii. Account name:

iv. Account number:

v. Sort code:

vi. VAT Registration number (if applicable): _____

vii. Financial year covers period from: _____ to: _____

viii. Who is the person responsible for day-to-day financial management within the organisation? _____ (Write in name)

ix. What was your organisation's total income in 2007/08? £ _____

x. What was your organisation's total expenditure in 2007/08? £ _____

ix Please enclose the following to demonstrate your current financial position:

- Copy of your organisation's most recent accounts – income / expenditure statement (P&L) & balance sheet
- Management accounts for the period April 2008 – closest month to date of the application
- Most recent bank statement

Done

(Tick)

SECTION B: ABOUT YOUR PROPOSED FESTIVAL

1. Status/History

i Is this a new event or has it run before?

New

Run Before

How many times /what year(s)? _____

(Tick) _____

If the event ran before

ii How successful was the event when it ran before (please describe – statistics will be requested at section 3 below)

iii If the event is returning after an absence, please explain why it stopped and what has changed that your organisation is proposing to restart it.

iv What are you proposing to do to ensure that this festival builds on previous strengths and is not just 'more of the same'?

v Is the management team the same as managed it historically?

Yes

No

Detail

(Tick)

Changes _____

3. Programme details

i. Please supply a programme for the Festival as currently envisaged. We would expect this to include: -

- Timetable for the festival and all its events
- Details of proposed artists / other cultural providers (including heritage) to be used within the programme
- Workshops (if any)
- Lectures and talks (if any)
- Live Arts & / or Entertainment ‘events’
- Exhibitions (if any)
- Film Screenings (if any)
- General participation events e.g. music ‘sessions’
- Proposed venues
- Participant numbers - forecast and description (see 2 below)
- Audience numbers – forecast (see 2 below)

ii. Please tell us on what activities you specifically want to spend the Community Festivals Fund grant aid.

iii. Please explain to us how the festival fits with the organisation’s current work and its future development plans, and why running this festival is important to your organisation.

4. Beneficiaries

i Please tick below, the area(s) in which the festival will take place and the area(s) where your organisation normally works.

| | Festival will take place (%) | Where the organisation normally works |
|---------------------------------|-------------------------------------|--|
| Belfast City - North | | |
| Belfast City - South | | |
| Belfast City - East | | |
| Belfast City - West | | |
| Belfast City - Shankill | | |
| Belfast City Centre | | |
| N. Ireland – other areas | | |
| Outside N. Ireland | | |

How many people will benefit from this festival?

ii Please estimate how many people will participate and how many people will be in the audience ('Audience' includes people going to an exhibition/ performance)

a. Estimate of numbers attending festival last 3 years (if appropriate)

| Estimate of numbers of people involved in last 3 year's programme | | | |
|--|----------------|----------------|----------------|
| | 2005/06 | 2006/07 | 2007/08 |
| Audience | | | |
| Participants | | | |
| Administration & operations | | | |

b. Estimate of number of people you expect to attend the festival for which you are seeking grant aid

| Estimate of numbers of people you expect to get involved in the festival for which you are seeking grant aid in 2008/09 | |
|--|--|
| Audience | |
| Participants | |
| Administration & operations | |

5) **Evaluation**

Please supply a brief outline of how you intend to monitor and evaluate your proposed activities, in addition to completing Belfast City Council's evaluation forms.

SECTION C: BELFAST CITY COUNCIL'S COMMUNITY FESTIVALS FUND - FUNDING CRITERIA

Please detail, in **no more than 1500 words**, how your organisation and programme meets the criteria for Belfast City Council's Annual Funding for Culture and Arts. These are listed in the Guidance Notes.

Note: You may refer to attached past publicity material / reviews, or other documentation relevant to the criteria as appropriate. These attachments will not contribute to the word limit.

SECTION D: BUDGET

Please provide as much detail as possible in relation to the projected festival budget. The headings detailed below are given as a guide only and you should include relevant areas of expenditure and income that may not be specified. **It is important that you give us as much detail and breakdown as possible.** You may attach budget sheets and detailed project budgets where applicable.

Please show clearly the breakdown of how you have reached your subtotals and totals.

We expect you to secure at least 20% of the finance you need for your programme from other sources. The more alternative sources of income that you can apply for or obtain before submitting your application, the better 'value for money' your proposal will be to Belfast City Council. 'In kind' contributions can be highlighted and are valued as a strong contribution to 'value for money'.

INCOME

Earned income (including Box Office)

| | | | |
|-------------------|----------|---|-------|
| Box office | _____ | £ | _____ |
| Advertising Sales | _____ | £ | _____ |
| Merchandise sales | _____ | £ | _____ |
| Other | _____ | £ | _____ |
| | Subtotal | £ | _____ |

Other public funding

| | Applied for? | Approved? | |
|-------|--------------|-----------|---------|
| _____ | _____ | _____ | £ _____ |
| _____ | _____ | _____ | £ _____ |
| | | Subtotal | £ _____ |

**Private income
(e.g. Sponsorship, trusts)**

| | Applied for? | Approved? | |
|-------|--------------|-----------|---------|
| _____ | _____ | _____ | £ _____ |
| _____ | _____ | _____ | £ _____ |
| | | Subtotal | £ _____ |

Support 'in kind'

| | Applied for? | Approved? | |
|-------|--------------|-----------|---------|
| _____ | _____ | _____ | £ _____ |
| _____ | _____ | _____ | £ _____ |
| | | Subtotal | £ _____ |

**Amount you are requesting from
Belfast City Council Community Festivals Fund**

£ _____

Total income

(NB: Income should match expenditure)

£ _____

EXPENDITURE

Artistic expenditure (Please detail on a separate sheet)

| | |
|--|---------|
| Artists fees | £ _____ |
| Hire of Equipment for productions / events | £ _____ |
| Consumables for productions | £ _____ |
| Fees for other cultural/heritage providers | £ _____ |
| Other (Detail) _____ | £ _____ |
| Subtotal | £ _____ |

Event Overheads

| | |
|---|---------|
| Hire of Venues | £ _____ |
| Hire of seating and other event support equipment | £ _____ |
| Administration Expenses (excl. Labour) | £ _____ |
| Transport Costs | £ _____ |
| Other Expenses (Detail) _____ | £ _____ |
| Subtotal | £ _____ |

Marketing & Publicity

| | |
|--|---------|
| Production of collateral materials – brochures, programmes, ticket printing, preparation of advertisements | £ _____ |
| Media costs (placing ads) | £ _____ |
| Website costs | £ _____ |
| Hire of professional support | £ _____ |
| Other | £ _____ |
| Subtotal | £ _____ |

General Operating Overheads

| | |
|---|---------|
| Office expenses inc. rent/heat light & power etc. | £ _____ |
| Other (Detail) _____ | £ _____ |
| Subtotal | £ _____ |

Wages & Other Staff Costs inc. Casuals

| | |
|----------|---------|
| _____ | £ _____ |
| _____ | £ _____ |
| _____ | £ _____ |
| Subtotal | £ _____ |

Value of 'in kind' support

| | |
|----------|---------|
| _____ | £ _____ |
| _____ | £ _____ |
| _____ | £ _____ |
| Subtotal | £ _____ |

Other expenditure (not specified elsewhere)

| | |
|----------|---------|
| _____ | £ _____ |
| _____ | £ _____ |
| _____ | £ _____ |
| Subtotal | £ _____ |

Total expenditure £ _____

SECTION E: DECLARATION

I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's Constitution or Memorandum and Articles of Association, and that the applicant is a legally constituted, non profit making arts, heritage or community organisation.

I confirm that, if we are successful with our application, we will abide by the conditions of grant.

I confirm that, as far as I know, the information in this application, and any material submitted in support of it, is true and correct.

Name _____

Date _____

Please list below your supporting material (e.g. strategic documents, policy documents, outline budget, forward event plan) for this application:

Pursuant to the Data Protection Act 1998 the Belfast City Council will only use personal information submitted as part of this proposal for purposes of assessing eligibility for a grant and for the administration of Belfast City Council's grant schemes. Personal information will not be used for any other purposes unless the Council has the consent of the data subject.

Please check the Guidance Notes again to ensure that you have understood all the questions and criteria, and have included everything that we require. There is also a checklist at the end of the Guidance Notes.

The deadline for receipt of applications is **12.00 noon on 19th September 2008. Late applications will not be accepted.**

Checklist and Enclosures

Please enclose everything we ask for (see checklist below).

Alternatively you can refer us to documents that we already hold on file if there have been no alterations made to them since.

Have you:

- ✓ Completed all sections of the application form?
- ✓ Enclosed your report and accounts?
- ✓ Enclosed documents and policies where relevant?
- ✓ Enclosed any additional information such as detailed budgets / programme / strategic plans?
- ✓ Enclosed a floppy disk / CD-Rom copy of your application, or email a copy of your application?
- ✓ Phoned the Council before the deadline if submitting by email to ensure that your documents have been received?
- ✓ Kept a copy of the application for your records?

**COMMUNITY FESTIVALS FUND 2008/09
EVALUATION/ASSESSMENT PROCESS**

SCORESHEET

DEADLINE

NAME OF APPLICANT:
NAME OF ASSESSOR:
NAME OF MODERATOR:

ADHERENCE TO ELIGIBILITY CRITERIA

| Please note that 'YES' should be answered each time. If not, application may be ineligible for consideration. | | |
|--|------------|-----------|
| | YES | NO |
| Arts / cultural / heritage / community organisation | | |
| Not-for-profit organisation | | |
| Legally constituted organisation | | |
| Organisation has operational focus in Belfast City Council area | | |
| Arts / cultural / heritage / community activities which benefit people living in, working in, or visiting Belfast | | |
| Not a charity / fundraising event | | |
| Activity could not be undertaken on commercial basis | | |
| Activities not already taken place / not underway / goods or services not already purchased | | |
| Efforts demonstrated to secure income or assistance from sources other than the Council (at least 20%) | | |
| Evidence of professional financial management and accounting | | |
| Child protection policy and procedures if working with children and young people | | |

ADHERENCE TO COMMUNITY FESTIVALS FUND CRITERIA

Guide To Scores Out Of 100 For Each Of 5 Main Criteria

Scores 80 -100: Excellent adherence to criteria / excellent degree of evidence
 Scores 60 - 80: Good adherence to criteria / good degree of evidence
 Scores 50 - 60: Moderate adherence to criteria / moderate degree of evidence
 Scores 30 - 50: Below average adherence to criteria / limited degree of evidence
 Scores 0 - 30: Poor adherence to criteria / little or no evidence

1. LEADERSHIP

ASSESSMENT:

| Leadership | Score | Weighted Score x 6 |
|--|--------------|---------------------------|
| Demonstrating relevance to the target community (evidence of need or demand for the activity). | | |
| Providing opportunities for future development (repeatability & expandability) – if appropriate. | | |
| Demonstrating a high level of community participation | | |
| Demonstrating practical efforts aimed at ‘capacity building’. | | |
| Developing new partnerships. | | |
| Value for money & leverage of other funding | | |
| Creativity evidenced by ‘themeing’ and programming. | | |
| SCORE: | (100) | (600) |

2. PROMOTING SOCIAL INCLUSION AND CULTURAL AND ENVIRONMENTAL ENGAGEMENT

ASSESSMENT:

| Promoting social inclusion and cultural and environmental engagement | Score | Weighted Score x 5 |
|--|--------------|---------------------------|
| Demonstrating that the events planned will be neither threatening nor offensive. | | |
| Demonstrating that the events planned are relevant to the community and its interests/issues | | |
| Demonstrating that the events might reasonably be expected to generate significant community/audience engagement | | |
| SCORE: | (100) | (500) |

3. ANIMATING THE CITY (Celebration)
Ambition and impact of arts / heritage activity

ASSESSMENT:

| Animating The City (Celebration) | Score | Weighted Score x 5 |
|--|--------------|---------------------------|
| The Programme - demonstrating innovation and creativity | | |
| Demonstrating strength and quality in programming | | |
| Demonstrating 'reach' - enhancing the cultural experience of those living, working, and visiting Belfast | | |
| Demonstration of the organisation's track record in arts / heritage / community development activity | | |
| SCORE: | (100) | (400) |

4. REGENERATION (COMMUNITYLED)
Enhancing the cultural infrastructure and placing culture and arts at the centre of regeneration

ASSESSMENT:

| Promoting Regeneration (Community led) | Score | Weighted Score x 5 |
|--|--------------|---------------------------|
| Connecting with existing regeneration projects in the area (if appropriate). | | |
| Providing evidence that a process to attract visitors to the area (including tourists, if relevant) has been prepared. | | |
| Providing evidence of support from the local business community. | | |
| Providing evidence of a contribution to the development of sustainable cultural activity | | |
| Providing evidence of the Festival's contribution to an enhanced cultural infrastructure in the city | | |
| Providing evidence of enhancing public spaces through increased use | | |
| Providing evidence of skills development | | |

5. MANAGEMENT
Planning and Processes inc. Monitoring

ASSESSMENT:

| Management | Score | Weighted Score x 5 |
|--|--------------|---------------------------|
| Providing evidence of effective management and governance | | |
| Providing evidence of having in place appropriate policies | | |
| Providing evidence of effective strategic planning | | |
| Providing evidence of effective marketing plans | | |
| Providing evidence of sound financial management | | |
| Providing evidence of effective monitoring and evaluation | | |
| SCORE: | (100) | |

OVERALL SCORE

| MAIN CRITERIA | Score | Weighted Score |
|---|--------------|-----------------------|
| Leadership | | |
| Promoting social inclusion and cultural and environmental engagement | | |
| Animating the City (Celebration) | | |
| Regeneration (Community Led) | | |
| Management & Governance | | |
| TOTAL SCORE | | |
| OVERALL SCORE | | |

| NOTES / COMMENTS / CONCERNS / THINGS TO FOLLOW UP: |
|---|
| |

RECOMMENDATION:

Community Festivals Fund

Administrative Process Map

| Community Festivals Fund (September 2008-March 2009) | | |
|---|----------------------------|----------------------------|
| Action | Responsible Officer | Latest Date |
| <i>Fund Regulations</i> | | |
| Draw up fund criteria, rules and regulations | Consultant | 29 th July 2009 |
| Agree & Sign off | | |
| Draft letter of offer to finance and legal for approval | | |
| <i>Publicise Fund</i> | | |
| Agree promotional budget | | |
| Advertisements drawn up, agreed & placed | | |
| Public Relations – stories prepared & placed | | |
| Promotional materials prepared & circulated | | |
| E-mail promotional campaign – 1 mailing | | |
| Briefings Programme (6 events) | | |
| <i>Staffing</i> | | |
| Recruit consultant to run programme assessment process | | |
| <i>Administration</i> | | |
| Circulate applications pack to existing clients | | |
| Respond to enquiries – provide application pack by post or e-mail | | |
| Receive & record completed application forms (deadline 12.00 noon, 19 th September 2008) | | |
| Report number of applications and geographic spread | | |
| Assessor and Moderator meet and agree marking scheme | | |
| Distribute packs to Assessor and Moderator for independent scoring and return to BCC | | |
| Moderation meeting takes place & grant recommendations made – report prepared | | |
| Grant recommendations noted by Council | | |
| Recommendations reviewed and approved under delegated authority | | |
| Grant awards and rejections advised to applicants; information passed to finance along with all bank details et; letter of offer issued | | |
| Successful promoters provide BCC with re-profiled budget; assessor reviews and reports for verification | | |
| Appeals process opens (for 2 weeks) | | |
| Head of Service – Arts & Culture ‘hears’ appeals; final decisions made | | |

| | | |
|--|--|--|
| Letters of Offer prepared and dispatched | | |
| Files opened for all successful applicant festivals – all available information – file format compliance check | | |
| Returned Letters of Offer checked and recorded | | |
| Instructions to pay first tranche of grant (90%) issued to finance – copy of BACS transfer to file | | |
| Interim evaluation reports received & checked | | |
| Final evaluation reports reminder letter goes out | | |
| Final evaluation reports received & checked | | |
| Any additional information secured and reviewed as required | | |
| Officers evaluation – recommendation to pay or not to pay balance | | |
| Recommendation reviewed and final decision made | | |
| Balance paid or client advised that payment will not be made or made only in part | | |
| Instructions issued to finance – finance makes payment – payment recorded in file | | |

Standardised Letter of Offer (Draft)

Officer: ????

Tel: ????

<FIELD Current Date>

<FIELD Contact Full Name>

<FIELD Job Title>

<FIELD Applicant Name>

<FIELD Contact Full Address>

Dear <FIELD Contact First Name>

Re: **Funding Application for Community Festivals Fund**

I am writing to formally offer you the sum of <FIELD Approved Amount> for the purposes of support for your Community Festival <Title> scheduled to take place from <DATE> to <DATE>.

This letter sets out the terms and conditions attached to this offer of funding. Before - the Council pays you any money under this offer, please have the attached copy of this letter signed by a person with authority to do so within your organisation and returned to the Business Support Unit at the address below. **This must be done within ?? weeks of receiving this letter, otherwise this offer of funding may be retracted.**

The terms and conditions of this offer:

1. Funding Payments

- 1.1 The Council shall contribute the sum of <FIELD Approved Amount> towards the total cost of the Festival estimated by you to be <FIELD Total Project Cost>.
- 1.2 Payment is conditional on you complying with the Special Conditions listed in the Schedule to this letter (see last page of letter).
- 1.3 The budget as detailed in your application shall not be changed except with the prior written consent of the Council.
- 1.4 You shall use the funding provided by the Council under this Letter of Offer solely for the purposes of the implementation of the festival.
- 1.5 Please contact ??? Officer <NAME> on <TELEPHONE NUMBER> / <E-MAIL ADDRESS>
- 1.6 No funding will be released until any requested outstanding documentation is submitted to the Council.

2. Management

<FIELD Contact First Name> <FIELD Contact Last Name> shall act as Programme Manager for the implementation of the Festival on your behalf, and <NAME OF OFFICER RESPONSIBLE> on behalf of the Council.

The Festival Manager should make themselves reasonably available for discussion on the progress of the festival with the Council.

3. Payment of Grant

The grant agreed will be paid in two installments, ninety per cent (90%) on receipt of a completed letter of offer and ten per cent (10%) on receipt of a satisfactory festival report and vouched and verified financial statements. An interim report may also be required (subject to timetable) at an appropriate point which will be agreed between the Festival Manager and the Council officer managing the Fund.

4. Monitoring

- 4.1 For monitoring purposes, the staff of the Culture and Arts Unit should be allowed free access to all public presentations/events within the agreed festival programme. You may also find it beneficial to invite Belfast City Council Members to such presentations/events.
- 4.2 Subject to timetable and agreement, you shall provide the Council with two reports on templates that will be provided:
 1. An interim report must be submitted by <DATE>.
 2. A full, written final (end of festival) report on completion of the festival programme by 11th April 2009.

The reports will include the following information:

Interim Report

- progress on the implementation of the festival programme;
- any changes in nature or scale of the festival programme;
- updates on and progress towards achieving the performance targets as set out in the festival funding bid document;
- updates on costs incurred in operating the festival including any unanticipated factors having or likely to have an impact on costings;
- all other information which may be relevant to the progress of the festival and to the Council's continued commitment to same;
- an outline of the outputs, impacts and expenditure relating to the festival

5. Right to Access

The Council through its authorised officers and agents shall have uninhibited right to:

- 5.1 inspect the premises and equipment used for the purposes of festival programme delivery;
- 5.2 interview all participating staff and trainees;
- 5.3 discuss all aspects of the festival with the Festival Manager;
- 5.4 inspect all financial and other relevant Documents relating to expenditure incurred in connection with the festival;
- 5.5 initiate independent reviews to assess the performances of the festival programme against stated performance standards.

6. Giving Notice

You shall forthwith give notice to the Council in the event that you should become aware of

- 6.1 any threat to the future participation in the festival of any other contributors;
- 6.2 any doubt as to the ability of those contributors to continue with their commitment to the festival;
- 6.3 any substantial deterioration in your financial position;
- 6.4 the happening or substantial likelihood of the happening of any the circumstances set out in clause 8.2 (below).

7. Withdrawal

The Council reserves the right to cease any further or continued commitment to the festival if it should decide at its entire discretion that any of the circumstances described in clause 8.2 shall have arisen or have become likely to arise.

8. Repayment of Funding

- 8.1 in the event that any of the circumstances described in clause 8.2 shall arise, you shall forthwith upon the written demand of the Council, refund to the Council so much of the funding advanced pursuant to this letter of offer as is not yet then been spent;
- 8.2 the circumstances referred in clause 8.1 are the following: -
 - 8.2.1 that the festival for whatever reason has been jeopardised as to its future continuance;
 - 8.2.2 that the progress of the festival has become unsatisfactory;

- 8.2.3 that there has been a substantial change in the nature, scale or timing of the festival to an unacceptable degree.
- 8.2.4 that there has been an increase in costs which no other contributories have agreed to meet;
- 8.2.5 that any of the information contained in the application or amendments thereon or in the reports to be furnished by you pursuant to this Letter of Offer transpires to be materially incomplete, incorrect or misleading;
- 8.2.6 that any of the monies provided by the various contributors is not entirely applied for the purposes of the Programme;
- 8.2.7 that you become insolvent or go into a position of potential insolvency (including any actual or threatened liquidation, creditors' arrangements, receivership or judgement obtained against you); or pass a resolution to go into Members' voluntary winding up.
- 8.2.8 that you fail to comply with any of your obligations contained in this Letter of Offer.

8.3 It will be a matter for the discretion of the Council, reasonably exercised and acting by its Director of Development, to determine whether any of the circumstances referred to in clause 8.2 have, at any time, come about.

8.4 Your obligation to refund unspent monies under clause 8.1 is without prejudice to the right of the Council to recover from you all the funding advance by it pursuant to this Letter of Offer by way of action for breach of your contractual obligation (which you hereby acknowledge) to apply the funding for the purposes of the completed festival only.

9. Refund of Funding

Any funding provided by the Council to you that remains unspent at the expiration of this agreement shall be refunded to the Council by you.

10. Insurance

You shall ensure that adequate insurance cover in the form of employees liability insurance, public liability insurance and asset insurance is in place before the commencement of any work or payment of funding under this letter of offer.

11. Liability

The Council accepts no responsibility, financial or otherwise for any expenditure or liabilities arising out of your work or activities.

12. New sources of funding

You must inform the Council of any new sources of funding which may arise after the date of this Letter of Offer. The Council reserves the right to adjust the funding to be paid by it under this Letter of Offer following notification of any new source of funding.

13. Alterations to Programme

It shall be your responsibility to ensure that the information on the festival that the Council holds is accurate in all respects. Should you require an amendment to the detail of the festival programme for which funding has been agreed then you should approach the Council to discuss same. The festival programme may only be altered or amended with the prior consent of the Council.

14. Publicity

The Council reserves the right to publicly announce its participation in the festival and the extent of its commitment thereto, but otherwise all information passing between the Council and you in connection with the festival shall be treated as confidential unless otherwise agreed.

14.1 The funding must be acknowledged on all print and communications material that the Organisation issues in connection with the Programme through the inclusion of Belfast City Council's logos, which can be obtained from <CONTACT DETAILS OF RESPONSIBLE OFFICER>.

14.2 The Council through its < DETAILS OF RELEVANT UNIT>, should be informed of all press and media liaison, and the Council should be given the opportunity to participate in media events. We can assist you in the promotion of your festival, please contact < DETAILS OF RELEVANT UNIT>.

14.3 All publicity materials should be forwarded to the Council and approved by the Council before use. All communications materials may also be used by the Council.

14.4 If the Council's logo is displayed on published material (other than marketing materials or festival programmes), the following sentence must be included alongside the Council logo:

'This publication is grant aided by Belfast City Council. The views expressed are not necessarily shared or endorsed by the Council. The Council does not accept any responsibility or liability for same '.

15. Records

You shall retain all accounting and other records relating to the Project in a secure place for a minimum of three years from the date of the last payment made by the Council under this Letter of Offer.

16. Law

This Letter of Offer shall be construed and applied in accordance with the laws of Northern Ireland and the parties submit to the exclusive jurisdiction of the Courts of Northern Ireland.

17. Contract'

You recognise that when you sign a copy of this Letter of Offer and return same to the Council that a Contract is formed in the terms of the Letter of Offer.

Signed by (contact person)

for and on behalf of.....(organisation)

with the intention to bind.....(organisation)

to a binding Contract with the Council in the terms of this Letter of Offer.

<COUNCIL OFFICER RESPONSIBLE>

SCHEDULE

Special Conditions to be complied with under clause 1.2:

Monitoring and evaluation reports for all previous funding to be forwarded to <COUNCIL UNIT RESPONSIBLE>.